

Joint Faculty Appointments

Domain/Division:	Administrative / Personnel	Index	10-09.10
Responsible Unit(s)¹:	Office of Academic Affairs	Page:	1 of 2
		Attachments:	0

Authorization Date: 5-1998

If checked, policy requires Faculty Council Approval. Most recent approval date: _____

Review History: Includes Effective Date, Review and Revision History:

7/1/2008: Policy retired. Content incorporated into Affiliate & Joint Faculty Appointment (10-09.06)

POLICY STATEMENT:

Joint faculty appointment with rank is granted to selected qualified colleagues in the University to recognize their commitment and service given to the School of Nursing. Joint faculty appointment is requested of and granted by Portland campus Chairpersons or the Dean. Joint faculty appointments may either be Clinical with University Hospital and Clinics or the Portland Veterans Medical Administration Center or Academic with the Schools of Medicine (including Child Development and Rehabilitation Center (CDRC) and Allied Health) or Dentistry. Appointees will meet the criteria as specified in the School of Nursing Promotion and Tenure Guidelines for appointment and rank. Appointments will generally be for one year term and are renewable.

DEFINITIONS, RELATED REFERENCES, & NOTES (if applicable):

Service is of a continuous and significant level and may include guest lecturing, precepting students, teaching a formal courses or seminars, consulting, and participating in collaborative School of Nursing research or practice programs.

IMPLEMENTING PROCEDURES:

Responsible Party:

Action:

Department Faculty

Nominates prospective faculty for appointment by providing information on Joint Appointment Request Form (Exhibit A) and current CV to Chairperson. Candidates for appointment may also be nominated by OHSU Associate Hospital Director or PVAMC Nursing Division office.

Department Chairperson

1. Discusses possible appointment with nominee including service

¹ The Chair of the Faculty Committee/Council or Official Administrative Unit responsible for oversight

	<p>opportunities with the School. Determines if prospective faculty is an OHSU SON student. (Students cannot hold faculty appointment.)</p> <p>2. If decides to appoint, obtains approval as necessary - Clinical Appointments with University Hospital and Clinics or PVAMC require approval of Associate Hospital Director or Nursing Division office respectively.</p> <p>3. If appointee does not hold rank in Medicine or Dentistry, determines rank based on qualifications and fit with School's Promotion and Tenure Guidelines. If rank is Associate Professor or Professor, consults with School's Promotion and Tenure Subcommittee to determine rank. If appointee holds rank in Schools of Dentistry or Medicine, offers rank held in that school.</p> <p>4. Offers appointment by sending appointment letter with information of appointment as joint faculty including rank, department appointing, dates of appointment, non-tenure track appointment and other information as appropriate.</p>
Faculty	If accepts offer of appointment, returns signed copy of appointment letter
Office Manager	<ol style="list-style-type: none"> 1. Enters file in faculty data base. 2. Files Request, appointment letter with acceptance and CV and forwards copy of signed appointment letter to School of Nursing, Administrative Services for Central Files and Academic Affairs for inclusion on Notice of Appointment as appropriate.
Renewal Process	
Administrative Services	Reminds campus/department office managers and associate deans and chairpersons of renewal dates and process in April.
Departments	<ol style="list-style-type: none"> 1. Reviews listing and determines reappointments. <ol style="list-style-type: none"> a. Sends letter of thank you to non-renewals with copy to Administrative Services. b. Personally contacts faculty being renewed to gather updated information and negotiate activity plan for coming year. Sends renewal letter to appointee with copy to Administrative Services by June 30, if possible. <p>Notes: 1. Appointments will generally be from July 1 to June 30 for a period of 1 year. Appointments made after January 1 may be extended to June of the following year. The renewal process will begin in April/May</p>

Committee/Council Chair or Official Administrative Approval required for new policies Original Signed Copies Stored in Office of Academic Affairs	
Signature	Date
Printed Name Judith Baggs, PhD, RN	
DEANS APPROVAL (required for new policies). Original Signed Copies Stored in Office of Academic Affairs	
Signature	Date
Saundra L. Theis, Interim Dean, PhD, RN	

Retired